

Job Opening

Our Mission: to improve the community by providing employment, education, training and support services tailored to individual needs.

Our Values: Success – Collaboration – People – Positivity

Position:	Mission Services Program Specialist
Location:	420 E. Alcott St. – Kalamazoo, MI 49001
Wage:	\$15.00/hr + Benefits: Medical, Dental, Vision, Life Insurance, 5 weeks PTO, 403(b)
Classification:	Full-time Staff
Number of Openings:	1
Hours:	40 hours per week: Flexible schedule with possibility of some nights and weekends.
Submit Applications To:	esmith@goodwillswmi.org
Job Summary:	
<p><u>WHY WORK FOR GOODWILL?</u></p> <p>Ready for a career with impact? Goodwill Industries of Southwestern Michigan (Goodwill SWMI) gives you the opportunity to make a difference in your local community while building your professional skills. Goodwill SWMI is a complex enterprise offering a wide range of career opportunities. Our organization rewards creativity and innovation, while offering competitive pay and a comprehensive benefits package. Our team members enjoy a unique work environment that is professional, fast paced and fulfilling.</p> <p><u>General Responsibilities</u></p> <p>The Program Specialist is responsible for assisting with the coordination, support and implementation of Mission Services programs and events, with an emphasis on Life Guides. The person in this position should incorporate the Goodwill Core Values of People, Positivity, Collaboration and Success into all work.</p> <p>Job Duties include but are not limited to:</p> <p><u>Essential Duties, Responsibilities and Functions</u></p> <p>Include but are not limited to:</p> <ul style="list-style-type: none"> • Coordinate multiple Life Guides meetings per month and work with team to plan, budget and execute Life Guides yearly events such as holiday parties and family outings. Responsible for the meeting logistics which may include purchasing materials, scheduling locations, set-up, tear-down, etc. • Create and maintain systems for organizing program materials, which may include inventory of meeting materials, organizing family supplies and cleaning of program spaces. • Assist Youth Development Coordinator with youth assessments and interventions, appointment scheduling, and data entry as needed. • Assist Youth Development Coordinator in planning and facilitating youth activities and programming for Life Guide families, which focuses on social, emotional and cognitive learning. • Assist Youth Development Coordinator in planning and facilitating youth activities and programming for Life Guide families, which focuses on social, emotional and cognitive learning. • Schedule and monitor contract childcare staff when needed for programs, meetings, and events. 	

Job Opening

- Working with participants in Goodwill SWMI stores and/or community, providing assistance with job coaching, work-based learning and other tasks associated with assisting persons with disabilities to return to work.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Demonstrated ability to work as a team member
- Competency in Microsoft Office (Word, Excel, and Outlook)
- Experience working with youth and families.
- Ability to supervise and execute programs for youth
- Knowledge of Implicit Bias, Cultural Humility and Agility, and Systematic Racism
- Strong verbal and written communication skills
- Ability to meet deadlines and execute time-sensitive projects

Desired Qualifications:

Education and Experience

- High school diploma or GED preferred
- Coursework or experience related to social work, early childhood and/or youth development preferred.

Physical Requirements

Normal office environment of sitting, speaking, listening, seeing, typing; occasional lifting and pulling of 35 pounds; and occasional local travel.

Other

- Must pass pre-employment drug screen
- Must pass background check related to working with children
- Valid driver's license and ability to be insured under Agency's automobile insurance policy
- Flexible schedule of 40 hours per week, three to five evenings a month, occasionally more.

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.